

EMPLOYMENT POSTING: FAMILY LAW ADVOCATE

Founded in 1976, North Shore Community Resources' (NSCR) mission is to enhance well-being, social connections, empowerment and community participation by designing and delivering programs and services to create a thriving North Shore. To learn more about NSCR, see our [Annual Report](#) and visit our website at www.nscr.ca.

NSCR seeks a **full time** (35 hours/week) **Family Law Advocate** to provide legal advice and representation to clients experiencing family law and child protection related legal issues.

Responsibilities

The **Family Law Advocate** will provide:

1. Client Services

A key responsibility of the Family Law Advocate is to assist clients by providing legal information, referrals, advice and enhanced legal services to promote resolution of family law and child protection related legal problems. These services include:

- Attending court on list days to assist unrepresented litigants
- As appropriate, supporting consensual dispute resolution ("CDR")
- Identifying documentation and evidence the client needs to support positions, provide coaching and interpreting substantial and procedural law
- Providing tips for legal research and self-advocacy by assisting the client to draft documents
- Assisting with the completion of court and other forms, affidavits and financial statements
- Communicating with the other party, or other party's representative as appropriate
- Accompanying the client to court to orient, assist and organize the client
- When appropriate and with permission, speaking to the judge/master regarding the matter as appropriate
- Explaining orders or agreements, including how they impact the client's rights and obligations
- In cases of violence, providing safety-planning, risk-assessment and crisis intervention, where needed, and refer client to appropriate resources (transition houses, trauma counselling, victim services, police etc.)

2. Public Legal Education

The Family Law Advocate will provide public legal education workshops and develop materials for distribution to the public while maintaining good relationships with community partners.

3. Administrative Duties

The Family Law Advocate is responsible for the development and maintenance of high professional standards with respect to program policy, file management, client communication and professional ethics. The Advocate will ensure appropriate reporting to the funder and maintain appropriate communications with her/his legal supervisor.

Qualifications, Skills and Experience

- A law degree or paralegal training with knowledge and experience in all areas of family law and child protection
- Maturity and capacity to manage a demanding case load while maintaining work/life balance when working with a diverse client base who often face difficult life circumstances
- Aptitude for working effectively with clients with diverse backgrounds
- Excellent communication (written and oral), analytical and IT skills (Google suite, etc.)
- Strong conflict resolution and problem-solving skills
- Ability to work independently as well as seek assistance/advice/direction as appropriate
- Superior file management and experience with client and professional ethics
- Good knowledge of legal community and social services available to clients on the North Shore and one or more additional languages will be assets

Salary is dependent upon experience and qualifications. The successful applicant is eligible for a full benefits package. This position is subject to funding from the Law Foundation of BC.

Applications:

Please send *electronic* applications (cover letter + resume) to Murray Mollard, Executive Director: murray.mollard@nscr.bc.ca

NSCR values diversity and inclusivity. We encourage all individuals inclusive of any identity to apply. Only those applicants selected for an interview will be contacted. We thank all individuals who have submitted an application for their interest.

Application Deadline: This position will remain open until a suitable candidate is found.

